

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-357

OPENING DATE: 7 December 2007

CLOSING DATE: 7 January 2008

ANTICIPATED FILL DATE: 10 Feb 08

POSITION TITLE AND NUMBER

Production Controller
PDCN 70704000, MD #: 6021-30

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-1152-07 \$36,876.00 - \$47,938.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY:. The area of consideration for this announcement is **STATEWIDE**. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required twelve months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect twelve months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of production control procedures and operations sufficient to collect, compile, correlate, and maintain production data.
2. Knowledge of policies, regulations, and processes governing production control operations to carry out established production assignments.
3. Knowledge of equipment, such as, combat vehicles, armored personnel carriers, towed and self propelled artillery, engineer and power generating equipment, tactical vehicles, etc.
4. Ability to correct and analyze a variety of routine production data and processes, prepare production schedules, prepare reporting data, etc.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSL, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant **will not** be approved until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG. ENL: 63, 94; MOS: 92A)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Establishes plans, schedules, and controls the maintenance and repair of a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, tracked vehicles, towed and self-propelled artillery, communications and electronic equipment, guided missile systems, and small arms. Implements maintenance plans and monitors progress of accomplishments. Provides status of equipment, maintenance actions in progress, and location of equipment. Inputs data regarding work order information, status changes, supply updates, and other pertinent information. Makes on-the-spot adjustments to repair priorities on routine or reoccurring processes necessitated by unscheduled maintenance requirements. Studies directives, modification work orders, and regulations as to their application in the unit. Assists supervisory personnel in determining impact of these requirements on shop capability. Modifies production planning to accommodate these requirements. Conducts initial and long range planning pertaining to routine production processes, mechanical skills, availability of test and diagnostic equipment, repair parts, and other factors influencing the repair, modification, and maintenance of equipment and readiness reporting. Designates and maintains current maintenance repair priorities by Force Activity Designator, pacing items, Equipment Readiness Codes (ERC) A, B, and C equipment type, available funds, commander's priority, state/national priorities, (in the case of floods, fires, and mobilizations) and unit supported. Authorizes the acceptance of equipment for repair; monitors work priorities, status, and completion of work orders and requisitions; and provides status of repair parts. Assists supervisory personnel regarding readiness, Class 9 (CL IX) funding, production problems and work planning. Assists in the resolution of problems encountered between scheduled or unscheduled production or priority requirements. Provides assistance to ensure that Modified Table of Organization and Equipment (MTO&E) or Table of Distribution and Allowances (TDA) reportable Line Item Numbers (LIN) are properly managed, reported and accounted for with respect to readiness reports, property accountability reports and system management. Based on guidance received from the supervisor or higher graded production controller, prioritizes resources to ensure the highest level of readiness in support of training and mobilization requirements of supported units. Works with other sections within the organization to ensure equipment readiness reports are correct and submitted in time to meet Department of the Army (DA) reporting suspense. Analyzes repair methods and recommends control procedures to ensure that accomplishment of programs meet priorities and deadlines established by higher authority or support activities. Coordinates with units and other support activities concerning the delivery, status of repair operations, and/or pick up of completed work orders. In the absence of the higher graded production controller, ensures that unit CL IX accounts are funded, budgeted, and executed to maximize readiness; and performs demand analysis on CL IX expenses to determine proper PLL stockage to sustain facility mission requirements. May provide day-to-day technical guidance to lower-graded personnel assisting in the maintenance production or maintenance management processes. Ensures necessary maintenance records are maintained and required reports are submitted to units and higher headquarters' in a timely manner. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1